

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description
“In House Job Opportunity”
“Re-Advertisement”

JOB TITLE: Hiring Assistant

POSITION NUMBER: TGO-253-06

NOTE: ONLY REGULAR CURRENT EMPLOYEES AND ENROLLED MEMBERS OF TULALIP TRIBES WILL BE CONSIDERED FOR THIS IN-HOUSE POSITON. Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. ***(Copy of either document must be submitted with application)**

SKILLS:

- ☐ Must have the ability to type 25 wpm. **(Test required)**
- ☐ Excellent communication skills, both verbal and written, to effectively communicate with team member, applicants, and outside agencies.
- ☐ Computer literate with working knowledge of Microsoft Office, Word, Excel, and Access.
- ☐ Ability to compose business correspondence i.e.; letters, memos, spreadsheets, etc. **(Test required)**
- ☐ Ability to maintain strict confidentiality of all information and records.

EXPERIENCE:

- ☐ Minimum of one (1) year clerical experience.
- ☐ Prior work related experience requiring maintaining confidentiality preferred.

OTHER REQUIREMENTS:

- ☐ Must have knowledge of State, Federal, Tribal, and Indian Laws in regard to employment.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to be Class II Certified by the Washington State Gambling Commission and the Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with the Tulalip Tribes or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of personal computer and routine paperwork.
- ☐ Ability to sit for extended periods of time, up to eight hours per day.
- ☐ Ability to bend and stoop occasionally for filing duties.
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time.
- ☐ Tolerance to work in a smoke filled environment.

Tribal Department: Human Resources

Employee Classification: Non-exempt

Job Summary: Providing perspective team member with assistance i.e., answering questions, filling out applications completely, and retrieving job descriptions. Providing clerical support, pre-employment reference checks, scheduling testing and interview appointments, conduct initial screening and interview process for frontline positions and conducts pre-employment urinalysis testing.

Employee Reports To: Human Resource Director or designee

Extent of Job Authority: Assist with facilitating the initial hiring process in accordance with established policies and procedures.

Specific Duties Performed:

1. Stationed at the reception desk and/or Human Resource office, conducting initial screening and hiring process for TGO frontline positions.
2. Works directly with the assigned employment specialist.
3. Answers employment questions from applicants.
4. Provides clerical assistance to the Human Resource Department Hiring Representative by typing routine correspondence, pre-employment reference checks, scheduling testing and interview appointments.

5. Responsible for scheduling and meeting with new team members for completion of new hire paperwork.
6. Conducts pre-employment U/A's according to policies procedures and training.
7. Copies employment records, new hire packets, status changes, and other departmental documents and distributes documents accordingly.
8. Maintains positive relationships with team members, applicants, and all other agencies.
9. Schedules interviews for Hiring Representatives.
10. Responsible for scheduling and oversees pre-employment testing.
11. Assist applicants by answering questions and with filing out paperwork i.e., applications.
12. Sorts, logs and distributes applications to the assigned hiring representative.
13. Responsible for scheduling agility testing and communicating testing date and time with new hire.
14. Provides The Tribal Gaming Agency with a copy of new hires offer letter and job description.
15. Informs new hires of the expected steps of the hiring process.
16. Maintains confidentiality of applicant records and information within the HR Department at all times.
17. Performs other related duties as requested.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 per year.

Pay Rate: \$16.24 per hour

Opening Date: November 30, 2006

Closing Date: December 8, 2006 at 4:00 p.m.

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**